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INSTRUCTIONS FOR SUBMITTING YOUR RENEWAL

- To be considered "on-time", your renewal application and fee must be postmarked no later than May 31, 2010. Renewals postmarked, faxed, e-mailed or walked-in after May 31 will incur an additional \$50 late fee.
- If you are paying by check or money-order, make them payable to **THE KANSAS REAL ESTATE APPRAISAL BOARD OR KREAB**.
- REVIEW YOUR APPLICATION AND CHECK/CHARGE AUTHORIZATION PRIOR TO SUBMITTING. The following are some of the most common reasons for return of a renewal.
 - Failure to answer all questions or failure to provide the additional information required for each question answered "yes."
 - Failure to sign and date the application.
 - Failure to submit the appropriate fee or to properly complete and sign the charge authorization.
- Renewals may be submitted to the Board via mail, facsimile (charge only), e-mail (charge only), or you may use the "on-line" renewal at http://www.kansas.gov/kreab.

Kansas Real Estate Appraisal Board Jayhawk Tower, Roof Garden Level 700 SW Jackson, Ste. 1102 Topeka, KS 66603 (785) 296-6736) [phone] (785) 368-6443 [fax] cheryl.magathan@kreab.ks.gov